

King, Valerie A.

From: King, Valerie A.
Sent: Monday, August 06, 2001 11:03 AM
To: Biller, Christina; Schaffernicht, Helmut
Subject: RE: October Dates - Planning Meeting

Dear Tina,
Why don't you go ahead and respond with those conflicts that currently exist on his calendar (for the dates proposed)?
Upon Helmut's return he can follow-up to confirm priority.

Thanks very much for your note.

Best regards,
Valerie

-----Original Message-----

From: Biller, Christina **On Behalf Of** Schaffernicht, Helmut
Sent: Friday, August 03, 2001 9:48 AM
To: King, Valerie A.
Cc: Gomm, Willy; Schaffernicht, Helmut
Subject: RE: October Dates - Planning Meeting

Dear Valerie:
as you may know from Helmut Schaffernicht's Out of Office Reply he is on a vacation from 30.Jul.2001 till 17.Aug.2001. As a matter of fact, there are many important appointments in his Calender and he didn't leave any information regarding priority - that's why I can't indicate his availability for the dates identified in your attachment. Sorry, but the only thing I can do is leaving a note saying to contact you as soon as possible (after 17.Aug.2001). I hope this is ok for you?

Kind regards,
Tina Biller (secretary of H. Schaffernicht)

-----Original Message-----

From: King, Valerie A.
Sent: 01 August, 2001 10:08 PM
To: Tricker, Anthony; Nelson, Bettie L.; Davies, Bruce D.; Gaworski, Charles L.; Himikel, Daniel J.; Koller, Debbie; Carmines, Edward L.; Sanders, Edward; Gullotta, Frank P.; Patskan, George J.; Nixon, Gerry M.; Roethig, Hans; Podraza, Ken F.; Takada, Kohji; Carchman, Loreen; Werley, Michael S.; Andriot, Michelle D.; Zhang, Mingda; Ritter, Mitchell; Lau, Raymond W.; Elves, Robert G.; Kinser, Robin D.; Walk, Roger A.; Dempsey, Ruth; McKinney, Willie J.; Reininghaus, Wolf; Roemer, Ewald; Haussmann, Hans-Juergen; Schaffernicht, Helmut; Terpstra, Piter; Vanscheeuwijck, Patrick; Adams, Candace R.
Cc: Cash, Rose B.; Baird, Annette M.; Mawyer, Denise T.; Rowsey, Rebecca M.; Ueno, Yumiko; To, Debra; Gygax, Jill; Viol, Brigitte; Rapkewitz, Barbara; Wolwode, Michaela
Subject: October Dates - Planning Meeting

Dear all:
Please indicate your availability for the dates identified in the enclosed attachment and return to me.

I need your responses no later than **Wednesday, August 8.**

Thanks and regards,
Valerie

<< File: Revised Meeting Dates.doc >>